

Williamson County

Asset Status Change Form

Print Form

The following asset(s) is(are) considered for: (select one)

- ☒ TRANSFER bet ween county departments
 ☐ TRADE-IN for new assets of similar type for the county
 ☐ DESTRUCTION due to Public Health / Safety
☐ SALE at the earliest auction *
 ☐ DONATION to a non-county entity

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Verticle Storage cabinet			

Parties involved:FROM (Transferor Department): Auction
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Print Name

Signature

Print Name

Date Phone Number

7-29-10

943-3314

TO (Transferee Department/Auction/Trade-in/Donor): Facilities**Transferee - Elected Official/Department Head/**
Authorized Staff OR Donor - Representative: (If being
approved for Sale or Trade-in, no signature is necessary.)
Contact Person:

Print Name

Signature

Print Name

Date Phone Number

James Whetston

7-29-10

943-1610

* If the above asset(s) is (are) listed for sale at auction and no bids are made, the Purchasing Director may dispose of or donate this (these) asset(s). A list of the (these) asset(s) to be donated or disposed of will be sent to the Auditor's Office with a date of donation or disposal.

Forward to County Auditor's Office

This Change Status was approved as agenda item # _____ in Commissioner's Court on _____

If for Sale, the asset(s) was(were) delivered to warehouse on _____ by _____

Williamson County

Asset Status Change Form

Print Form

The following asset(s) is(are) considered for: (select one) ☒ removal from Oracle system--lost property
☐ TRANSFER bet ween county departments ☐ TRADE-IN for new assets of similar type for the county ☐ DESTRUCTION due to Public Health / Safety
☐ SALE at the earliest auction * ☐ DONATION to a non-county entity

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	LOST - MOTOROLA XTS 5000R HANDHELD RADIO	721CGF3934	N/A	Working

Parties involved:**FROM** (Transferor Department): Const #3**Transferor - Elected Official/Department Head/Authorized Staff:****Contact Person:**

THERESA LOCK

THERESA LOCK

Print Name

Print Name

Signature

August 4, 2010 +1 (512) 943-1436

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): _____**Transferee - Elected Official/Department Head/Authorized Staff OR Donee - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)**Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

* If the above asset(s) is (are) listed for sale at auction and no bids are made, the Purchasing Director may dispose of or donate this (these) asset(s). A list of the (these) asset(s) to be donated or disposed of will be sent to the Auditor's Office with a date of donation or disposal.

Forward to County Auditor's Office

This Change Status was approved as agenda item # _____ in Commissioner's Court on _____

If for Sale, the asset(s) was(were) delivered to warehouse on _____ by _____